

Guidance Notes accompanying M&DCVS Membership Renewal Forms - Spring 2009

Section 1: Organisation details

Your 'Main contact' will be the person who is to receive M&DCVS mailings (e.g. Newsletter and updates), who will distribute information to the appropriate people within your group, and will liaise with us.

Your "Local Contact" will be the person who has primary contact with the public, volunteers etc. Main Contact and Local Contact will often be the same person.

Section 2: About your organisation:

Here you should tell us the purpose of your organisation – your mission statement. Tell us also, about the activities of your organisation. This information will (with your permission - see Section 8: Data Protection) be viewed by the public, so it is important that you be as clear and succinct as possible. There is a separate box especially for details re scheduling, frequency, venue etc.

Section 3: CVS Services:

CVS Only Membership means a member is able to access the full range of services offered by the CVS networking opportunities, quarterly newsletters, funding updates, advice on legal and constitutional matters, access to our resource library, strategic representation and promotion of services and events. CVS only members will not initially have access to support provided by the Volunteer Centre such as volunteer brokerage and advice with volunteer management and these details will not be stored on the separate Volunteer Centre database. If necessary they can add this service at a later date, simply by letting us know.

CVS and Volunteer Centre membership – Organisations who involve volunteers in their operation may wish to also become a member of the Volunteer Centre. They will be able to access all the above services from the CVS and also get support from the Volunteer Centre. Members can may register volunteering vacancies on our database and make use of the promotional opportunities offered by the Volunteer Centre such as the do-it website, the CVS website, community notice boards and local publications and access advice and support on Volunteer Management.

Volunteer Centre Only This type of membership is most appropriate for volunteer-involving organisations based outside of the area, or which are not from the Voluntary and Community Sector. They will be able to access all services offered by the Volunteer Centre and will receive pages of the Volunteer Centre newsletter that offer advice on good practice and news from national bodies such as Volunteering England. Volunteer Centre members are not otherwise included on CVS mailing lists, and cannot access any other CVS services.

Please note that there is a separate membership form for Volunteer Centre only members

Section 4: Organisation Profile:

4:2 : Here, we want you to tell us first, the total number of all volunteers who give their time, even if it is on an occasional basis only.

We ask you to tell us separately, the number who regularly do more than 2 hours a week.

Section 5:

5:1 Who do you provide your activities to?

We are looking here for you to identify any specific groups to which your organisation provides targeted services. This will normally link to the mission statement of your organisation (e.g. if you are set up to support people with learning disabilities, this will be the main box you tick.) If you do not deliver services to any particular groups, then please tick the 'Everyone' box.

5:2 Organisation's Development

"Quality Standards" are processes that your organisation has gone through to show that its practices are in line with accepted good practice. You should tick the boxes in this section only if this Quality Standard can be verified.

Section 6: What type of activity does your organisation provide?

This section contains a comprehensive list, and we ask you to tick all that apply to your organisation. Please check ALL 12 subsections to make sure you have indicated everything your organisation offers and to whom. This will allow your group's activities to be identified through the web portal.

Section 7: Additional Information about your organisation

The information you submit in section 7 will not be available on the website. We ask for this information to maintain an accurate profile of the voluntary sector locally, in order to better represent the sector to, for example, funders and other agencies. It will be securely held by us and only ever used anonymously.

SLA means Service Level Agreement. A Service Level Agreement records a common understanding with a partner agency about services, priorities, responsibilities, guarantees and warranties. The SLA may specify the levels of availability, performance, operation, or other features of the service. It quite simply defines the parameters for the delivery of a service, for the benefit of both parties.

The Local Area Agreement focuses the activities of the local public sector and the community and voluntary sector on the needs of identified groups of service users and residents.

The priorities in the LAA come under four main themes, *our people, our communities, our economy, our world*.

In completing Section 7.2 consider how your organisation might meet or aim to meet any of the priorities as listed in categories 1 to 10.

Tick only those which are the primary purpose of your organisation.

Section 8: Data Protection.

8:1

By "*carefully selected partners*" we mean agencies like Essex County Council, the Primary Care Trust or possible funding organisations, who might wish to consult with

us about the makeup of the voluntary sector locally. No information will be disclosed to any profit making groups.